



**STANDARDS OF APPRENTICESHIP**  
adopted by

**SNOHOMISH COUNTY P.U.D. NUMBER 1 APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
ENERGY CONTROL DISPATCHER		952.167-010	5000 HOURS
LINEMAN		821.261-014	7000 HOURS
MAINTENANCE MECHANIC		899.281-014	6000 HOURS
METERMAN		729.281-014	6000 HOURS
TREE TRIMMER		408.664-010	4000 HOURS
UTILITY MECHANIC		620.281-050	8000 HOURS
UTILITY WIREMAN		829.281-014	6000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

JANUARY 25, 1957

Initial Approval

OCTOBER 21, 2005

Committee Amended

OCTOBER 22, 2004

Standards Amended (review)

OCTOBER 21, 2005

Standards Amended (administrative)

By: MELINDA NICHOLS  
Chair of Council

By: PATRICK WOOD  
Secretary of Council

## **SNOHOMISH COUNTY P.U.D. NUMBER 1 APPRENTICESHIP COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**The following Standards for the development of apprentices have been prepared by the International Brotherhood of Electrical Workers, Local No. 77, and the Snohomish County P.U.D. No. 1. When approved by and registered with the Registration Agency, these Standards will govern the training of apprentices in this industry.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

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**The area covered by these Standards shall be all of Snohomish County and Camano Island with headquarters in Everett, Washington**

### **II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Applicants for apprenticeship shall be at least eighteen (18) years of age.**

Education: **All applicants shall be high school graduates or the equivalent and be able to meet the requirements of the trade.**

Physical: **Exact requirements shall be set forth in the examination announcement issued by Employee Resources, Snohomish County PUD Number 1, on behalf of the JATC. Health and physical requirements for each craft will be utilized to assure that apprentices hired are physically able to meet the rigors of the trade, and validated using accepted practices for fair, consistent, and uniform selection.**

Testing: **Exact requirements shall be set forth in the examination announcement issued by Employee Resources, Snohomish County PUD Number 1, on behalf of the JATC. Testing will be conducted with applicants using accepted professional validation practices and statistical analysis, using standardized aptitude tests that are related to the essential knowledge, skills, and abilities required to enter the particular apprenticeship program (per WAC 296.05.419(4)). Notification for applicants will follow WAC 296.05-427 Notification Requirements.**

Other: **N/A**

### **III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

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The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

### **A. Selection Procedures:**

- 1. All persons under the jurisdiction of the Apprenticeship Committee will have equal opportunity to participate in the apprenticeship programs. Management will assist the JATC by identifying the need for apprentices in the future.**
- 2. The Snohomish County PUD Number 1 JATC, through Employee Resources, shall post examination announcements for testing for apprenticeship as needed.**
- 3. The selection of Apprentices will be on the basis of the following:**
  - a. Education/Experience**
  - b. Available openings**
  - c. Tests**
  - d. Reference Checks**
  - e. Physical examination**
  - f. Physical ability assessment**
- 4. Apprentices will be hired following the selection process and their probation shall be as stated in Section V. "Initial Probationary Period". Announcements, application, and testing will be administered through Employee Resources, working with the JATC.**

### **B. Equal Employment Opportunity Plan:**

- 1. Granting advanced standing or credit on the basis of previously acquired experience, training, skills or aptitude shall be determined by the Apprenticeship Committee, after a careful review of the merits of each case for all applicants equally.**
- 2. Participate in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.**
- 3. Utilization of journey-level workers to assist in the implementation of the Sponsor's affirmative action program.**

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### Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

#### **IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

- A. Energy Control Dispatcher - Not less than two and a half (2 1/2) years or 5000 hours of reasonably continuous employment.**
- B. Linemen - Not less than three and one-half (3-1/2) years or 7,000 hours of reasonably continuous employment.**
- C. Maintenance Mechanic - Not less than three (3) years or 6000 hours of reasonably continuous employment.**
- D. Meterman - Not less than three (3) years or 6000 hours of reasonably continuous employment.**
- E. Tree Trimmer - Not less than two (2) years or 4000 hours of reasonably continuous employment.**
- F. Utility Mechanic - Not less than four (4) years or 8000 hours of reasonably continuous employment.**
- G. Utility Wireman - Not less than three (3) years or 6000 hours of reasonably continuous employment.**

#### **V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption

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by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.

- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

- A. Energy Control Dispatcher: First 1000 hours of employment.**
- B. Lineman: First 1000 hours of employment.**
- C. Maintenance Mechanic: First 1000 hours of employment.**
- D. Meterman: First 1000 hours of employment.**
- E. Tree Trimmer: First 800 hours of employment.**
- F. Utility Mechanic: First 1000 hours of employment.**
- G. Utility Wireman: First 1000 hours of employment.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

- A. Energy Control Dispatcher: Employers employing one (1) or more journey-level system dispatch shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.**
- B. Lineman: The ratio of apprentices to journey-level workers shall not be more than one (1) apprentice to every two (2) journey-level workers, based on the journey-level line workforce of the Sponsor.**
- C. Utility Wireman and Meterman: Employers employing one (1) or more journey-level meterman and utility wireman shall be entitled to one (1)**

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apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.

- D    Maintenance Mechanic:** Employers employing one (1) or more journey-level maintenance mechanic shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.
- E.   Tree Trimmer:** Employers employing one (1) or more journey-level worker tree trimmer shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.
- F.   Utility Mechanic:** Employers employing one (1) or more journey-level utility mechanic shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.

### **VII.   APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

#### **Energy Control Dispatcher:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>1000 hours</b>	<b>77.15%</b>
<b>2</b>	<b>1000 hours</b>	<b>82.44%</b>
<b>3</b>	<b>1000 hours</b>	<b>85.73%</b>
<b>4</b>	<b>1000 hours</b>	<b>89.10%</b>
<b>5</b>	<b>1000 hours</b>	<b>89.94%</b>

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### **Lineman**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>1000 hours</b>	<b>74%</b>
<b>2</b>	<b>1000 hours</b>	<b>77%</b>
<b>3</b>	<b>1000 hours</b>	<b>80%</b>
<b>4</b>	<b>1000 hours</b>	<b>84.5%</b>
<b>5</b>	<b>1000 hours</b>	<b>88%</b>
<b>6</b>	<b>1000 hours</b>	<b>91%</b>
<b>7</b>	<b>1000 hours</b>	<b>95%</b>

### **Maintenance Mechanic:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>1000 hours</b>	<b>86%</b>
<b>2</b>	<b>1000 hours</b>	<b>87%</b>
<b>3</b>	<b>1000 hours</b>	<b>89%</b>
<b>4</b>	<b>1000 hours</b>	<b>91%</b>
<b>5</b>	<b>1000 hours</b>	<b>93%</b>
<b>6</b>	<b>1000 hours</b>	<b>95%</b>

### **Tree Trimmer:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>1000 hours</b>	<b>65%</b>
<b>2</b>	<b>1000 hours</b>	<b>75%</b>
<b>3</b>	<b>1000 hours</b>	<b>80%</b>
<b>4</b>	<b>1000 hours</b>	<b>90%</b>

### **Utility Mechanic:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>1000 hours</b>	<b>86.1%</b>
<b>2</b>	<b>1000 hours</b>	<b>87.9%</b>
<b>3</b>	<b>1000 hours</b>	<b>89.5%</b>
<b>4</b>	<b>1000 hours</b>	<b>92%</b>
<b>5</b>	<b>1000 hours</b>	<b>93%</b>
<b>6</b>	<b>1000 hours</b>	<b>94.6%</b>
<b>7</b>	<b>1000 hours</b>	<b>96.3%</b>
<b>8</b>	<b>1000 hours</b>	<b>98%</b>



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### **Utility Wireman and Meterman:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>1000 hours</b>	<b>74%</b>
<b>2</b>	<b>1000 hours</b>	<b>77%</b>
<b>3</b>	<b>1000 hours</b>	<b>80%</b>
<b>4</b>	<b>1000 hours</b>	<b>84.5%</b>
<b>5</b>	<b>1000 hours</b>	<b>88%</b>
<b>6</b>	<b>1000 hours</b>	<b>95%</b>

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## **VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<b>A. <u>Energy Control Dispatcher:</u></b>	<b><u>Approximate Hours</u></b>
1. Communication procedures, dispatch office familiarization, dispatch boards, forms, logs, and miscellaneous, & emergency work procedures .....	900
2. SCADA (introduction), safety laws & tagging procedures, calculations & formulas, and switching, procedures .....	900
3. SCADA (general) Jackson Powerhouse & Dam substation operation, and underground .....	900
4. SCADA (operation), voltage equipment, and protection equipment .....	900
5. Load management, storm operations, and foreign utilities coordination .....	900
6. Miscellaneous .....	500
<b>TOTAL HOURS</b>	<b>5000</b>

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<b>B.    <u>Lineman:</u></b>	<b><u>Approximate Hours</u></b>
1.    Poles, arms and guys.....	2000
2.    Conductors and insulators, switches and cutouts, and other protective devices .....	2000
3.    Underground .....	1000
4.    Transformers.....	800
5.    Service drops and meters .....	300
6.    Rotation and phasing.....	200
7.    Safety meeting, care and inspection of safety equipment.....	200
8.    Miscellaneous.....	500
<b>TOTAL HOURS:</b>	<b>7000</b>

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<b>C.    <u>Maintenance Mechanic:</u></b>	<b><u>Approximate Hours</u></b>
1.    Basic Electricity AC-DC Wiring.....	500
2.    Architecture and Blueprints .....	500
3.    Carpentry.....	750
4.    Pipe fitting and refrigeration .....	550
5.    Principles of HVAC .....	750
6.    Control Wiring.....	250
7.    Roofing and painting .....	500
8.    Cabinet making .....	500
9.    Gas and arc welding .....	500
10.   Small motors.....	250
11.   Safety meetings, care & inspection of safety equipment .....	200
12.   Miscellaneous.....	750
<b>TOTAL HOURS:</b>	<b>6000</b>

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<b>D.    <u>Meterman:</u></b>	<b><u>Hours</u></b>
1.    Numbering, testing and calibration of watt-hour meters and instruments.....	1500
2.    Entering meter data on required forms and into databases .....	200
3.    Testing, repairing, and calibration of electrical instruments .....	500
4.    Repairing, reconstructing, cleaning electrical meters .....	800
5.    Wiring and investigation of meter installations .....	500
6.    Testing meters on customers' premises.....	600
7.    Investigating and troubleshooting customer voltage and power quality complaints .....	600
8.    Checking loads and demands.....	300
9.    Installing and removing meters .....	200
10.   Maintenance of demand measurements devices, programming, reading meters, resetting demand registers.....	600
11.   Testing and cleaning of high voltage personal protective equipment .....	200
<b>TOTAL HOURS:</b>	<b>6000</b>

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<b>E.    <u>Tree Trimmer:</u></b>	<b><u>Approximate Hours</u></b>
1.    Electrical safety, rules and definitions basic electrical theory, electrical equipment, and line identification .....	500
2.    Principles of arboriculture, biology of trees, trees of Washington, timber falling practices, tree trimming standards, and right of way clearing.....	750
3.    Safe work practices, use of equipment, work clearances, knots and rigging, climbing practices, aerial manlift equipment, safety meetings, care and inspection of safety equipment .....	2000
4.    Miscellaneous.....	750
<b>TOTAL HOURS:</b>	<b>4000</b>

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<b>F.    <u>Utility Mechanic:</u></b>	<b><u>Hours</u></b>
1.    Power plants-gas and diesel various systems, tune-up, and troubleshooting.....	500
2.    Brakes-air and hydraulic various systems, reline and adjustment .....	600
3.    Chassis-light and heavy duty frame, steering, suspension .....	800
4.    Transmissions-manual and automatic clutches linkage, shift controls, and power takeoffs.....	1000
5.    Rear-end assembly (light and heavy-duty) differential, universal joints, drive lines, 2-speed shift assemblies .....	900
6.    Electrical systems-12 and 110-volt wiring diagrams, lighting, charging, starting, gauges, batteries, and power systems .....	1000
7.    Hydraulic systems .....	850
Hose assembly, trouble-shooting, testing, and repairing	
8.    Metal fabrication.....	850
Welding (gas and electric) multi-position, wire feed, burning, lay-out, and fabricating.	
9.    Safety subjects .....	500
Safety meeting importance, care and inspection of both personal and district safety equipment, one tour as safety chairman.	
10.   Miscellaneous.....	1000
Shop procedure, parts ordering, tire repairing, responsibility levels, trouble-shooting, and repair practices.	
<b>TOTAL HOURS:</b>	<b>8000</b>

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<b>G.    <u>Utility Wireman:</u></b>	<b><u>Approximate Hours</u></b>
1.    Power transformers, voltage regulators (station class and pole type), current transformers and potential transformers; theory of operation, testing procedures, maintenance and repair and control functions .....	2000
2.    Blueprint reading .....	500
3.    Instrument repair.....	250
4.    Supervisory control, operation and troubleshooting.....	100
5.    Air-oil vacuum circuit breakers (distribution and power), installation, operation and maintenance.....	1000
6.    Protective relaying; principles of operation, maintenance and repair .....	250
7.    High voltage switches.....	300
8.    Metal clad switchgear; controls, troubleshooting, commissioning procedures .....	800
9.    Batteries and miscellaneous substation maintenance, welding and incidental repairs.....	500
10.   Oil testing and handling, spill procedures .....	100
11.   Heavy equipment signaling and safety.....	200
<b>TOTAL HOURS:</b>	<b>6000</b>



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### IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ Supervised field trips
- ☒ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☐ Training trust
- ☒ Other (specify): **1. Snohomish County PUD Number 1 facilities; and 2. Meter training course administered at/by Seattle City Light facilities.**

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. In case of failure on the part of any apprentice to fulfill their obligation for school attendance or academic performance, the apprenticeship committee shall have the authority to take disciplinary action. (see Section X, Administrative/Disciplinary Procedures)**
- B. The Apprenticeship Committee recommends that the courses for the apprentices be limited to those who are actually apprentices to the trade in accordance with these Standards.**
- C. Such related instruction will not be classed as hours of work.**
- D. Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.**

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

#### **A. General Procedures**

**Applicants accepted as apprentices will become employees of Snohomish County PUD Number 1, and as such, apprentices are expected to maintain employment with the company during their term of apprenticeship; failure to do so may be cause for cancellation. The apprentice must also comply with the adopted Standards of Apprenticeship and the Collective Bargaining Agreement between the employer and IBEW Local #77. Disciplinary issues will be addressed using**

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**the complaint and appeal procedures outlined in Section X, Sub-Section C, Complaint and Appeal Procedures, as shown below.**

### B. Local Apprenticeship Committee Policies

**NONE**

### C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

**If apprentice chooses to pursue the complaint further:**

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

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If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

### **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

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2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/eForms> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
  - Authorization of Signature - as necessary
  - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
    - Program name
    - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
    - Section VII: Apprentice Wages and Wage Progression
    - Section IX: Related/Supplemental Instruction
    - Section XI: Committee - Responsibilities and Composition (including opening statements)
    - Section XII: Subcommittees
    - Section XIII: Training Director/Coordinator

### **C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

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L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.
  7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

### **D. Training Agent Management:**

## SNOHOMISH COUNTY P.U.D. NUMBER 1 APPRENTICESHIP COMMITTEE

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

**Quorum: A quorum shall consist of a minimum of three (3) representatives each from Management and IBEW members of this JATC.**

Program type administered by the committee: **INDIVIDUAL JOINT**

**The Snohomish County Public Utility District No. 1 Apprenticeship Committee shall be composed of equal representation from District and Union. Selection of these individual members will be made by their respective organizations.**

The employer representatives shall be:

**SNOHOMISH COUNTY P.U.D. NUMBER 1 APPRENTICESHIP COMMITTEE**

**Deb Hartl, Secretary  
PO Box 1107  
Everett, WA 98206-1107**

**Dave Roberts  
PO Box 1107  
Everett, WA 98206-1107**

**Roger Bauer  
PO Box 1107  
Everett, WA 98206-1107**

**Frank Koty  
PO Box 1107  
Everett, WA 98206-1107**

**Dale Sindelar  
PO Box 1107  
Everett, WA 98206-1107**

The employee representatives shall be:

**John J. Dinneen, Chairman  
PO Box 1107  
Everett, WA 98206-1107**

**Tim Wiese  
PO Box 1107  
Everett, WA 98206-1107**

**Robert F. Aliment  
PO Box 1107  
Everett, WA 98206-1107**

**Larry Bartholomew  
PO Box 1107  
Everett, WA 98206-1107**

**Dennis Montoya  
PO Box 1107  
Everett, WA 98206-1107**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**LINEMAN:**

**Employer Representatives:**

**Gregg Milne  
PO Box 1107  
Everett, WA 98206-1107**

**Scott Faries  
PO Box 1107  
Everett, WA 98206-1107**



## **SNOHOMISH COUNTY P.U.D. NUMBER 1 APPRENTICESHIP COMMITTEE**

### **Employee Representatives:**

**Tim Wiese  
PO Box 1107  
Everett, WA 98206-1107**

**John J. Dineen  
PO Box 1107  
Everett, WA 98206-1107**

### **ENERGY CONTROL CENTER:**

#### **Employer Representatives:**

**Brian Cobb  
PO Box 1107  
Everett, WA 98206-1107**

#### **Employee Representatives:**

**Robert F. Aliment  
PO Box 1107  
Everett, WA 98206-1107**

### **METER:**

#### **Employer Representatives:**

**Dale Sindelar  
PO Box 1107  
Everett, WA 98206-1107**

#### **Employee Representatives:**

**Larry Bartholomew  
PO Box 1107  
Everett, WA 98206-1107**

### **XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Kimberly D. Milless  
PO Box 1107  
Everett, WA 98206-1107**